

## IV. CERTIFICATION RENEWAL

### A. GUIDELINES FOR CERTIFICATION RENEWAL

Periodic certification renewals are required to keep your certification current at the present level. The process is described below. You can upgrade at anytime you meet the requirements for the next level.

- When you become certified you will have until December 31st of every 5th year thereafter to apply for CERTIFICATION RENEWAL. If your certification lapses, you will then need to reapply for certification using the Application Form for Certification Levels I Through V on page 12, and you will be subject to all of the requirements for that certification level.
- Individuals applying for CERTIFICATION RENEWAL in all levels must have completed the required forty (40) CE contact hour credits within the last five (5) years, including at least five (5) hours in each of the four areas discussed on pages 7-8 (from the Montana Certification Program Manual).
- You can upgrade at any time you meet the requirements for the next level. And if you are upgrading to a higher level, use the Application Form for Certification Levels I Through V on page 13 (from the Montana Certification Program Manual) and follow the instructions on page 12 (from the Montana Certification Program Manual).
- CERTIFICATES ARE VALID FOR FIVE (5) YEARS.
- LIFETIME CERTIFICATES WILL NOT BE ISSUED AT ANY LEVEL.
- **If you have questions that cannot be answered by reading the manual, call or write:  
MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800,  
HELENA MT 59620-1800, 406-444-5349 or 1-800-338-5087 [in MT]**

### B. CERTIFICATION RENEWAL REQUIREMENTS

LEVEL	REQUIREMENTS
LEVEL I	Certification Renewal Application Form AND 40 CE Contact Hour Credits within the last 5 years*
LEVEL II	Certification Renewal Application Form AND 40 CE Contact Hour Credits within the last 5 years*
LEVEL III	Certification Renewal Application Form AND 40 CE Contact Hour Credits within the last 5 years*
LEVEL IV	Certification Renewal Application Form AND 40 CE Contact Hour Credits within the last 5 years*
LEVEL V	Certification Renewal Application Form AND 40 CE Contact Hour Credits within the last 5 years*

\* Forty (40) CE contact hour credits, including at least five (5) contact hours in each of the following four specified areas, are required: 1) Library Administration; 2) Library Services to the Public; 3) Collection

Management & Technical Services; and 4) Technology.

## **C. HOW TO APPLY FOR CERTIFICATION RENEWAL**

### **1. Instructions**

- Read this entire manual carefully. The answers to most questions are contained in the manual.
- Complete the Certification Renewal Application Form on page 21 (from the Montana Certification Program Manual) using the directions on the form. It should be typed or printed using black ink. Photocopies are acceptable. This is true of the other forms as well. An extra copy of the form is located in the appendix on page 43.
- Attach copies of your CE Program With Prior Approval Forms and the CE Program Without Prior Approval Forms. (See pages 26-28).
- Include payment of \$10.00 Certification Renewal fee. This Certification Renewal fee is a processing fee. Make checks payable to the MONTANA STATE LIBRARY.
- Submit the completed certification renewal application form, required materials, and your certification renewal fee to the Montana Certification Program at the address listed at the bottom of this page.
- **It is your responsibility to keep copies of records pertaining to your certification renewal.** These records are valuable for validation purposes, and also as planning tools to identify your learning needs and decide how to meet them.
- Lifetime Certificates Will Not Be Issued At Any Certification Renewal Level.
- **If you have questions that cannot be answered by reading the manual, call or write:**

**MONTANA CERTIFICATION PROGRAM  
MONTANA STATE LIBRARY  
PO BOX 201800  
HELENA MT 59620-1800  
406-444-5349 or 1-800-338-5087 [in MT]**

## D. CERTIFICATION RENEWAL APPLICATION FORM

**DIRECTIONS:** This form is for Certification Renewal at your current level. If you are changing your certification level, complete an Application Form for Certification Levels I Through V on page 12 of the Montana Certification Program Manual, instead of this form.

Your certification must be renewed every five (5) years. Include payment of \$10.00 Certification Renewal fee. Make checks payable to MONTANA STATE LIBRARY. Attach copies of your CE Program With Prior Approval Forms and the CE Program Without Prior Approval Forms. **It is your responsibility to keep copies of all information pertinent to certification and certification renewal for your records.**

Fill out all sections of the form. Please type or print using black ink. If you have questions that cannot be answered by reading the manual, call the Montana Certification Program, MSL, at 406-444-5349 or 1-800-338-5087 [in MT]. **Submit completed form and attachments to: MONTANA CERTIFICATION PROGRAM, MONTANA STATE LIBRARY, PO BOX 201800, HELENA MT 59620-1800.**

<b>GENERAL INFORMATION</b>
<b>NAME:</b>  (last) (first) (middle initial)
<b>MAILING ADDRESS [home]:</b>  (address) (city) (state) (zip)
<b>CURRENT EMPLOYMENT:</b>  (institution name)
<b>MAILING ADDRESS [employment]:</b>  (address) (city) (state) (zip)
<b>CURRENT EMPLOYMENT POSITION:</b>  
<b>TELEPHONE NUMBERS:</b>  (home) (employment)
<b>E-MAIL ADDRESS:</b>  

<b>CURRENT CERTIFICATION LEVEL:</b> (Circle One)					
I	II	III	IV	V	

<b>WHAT DATE WERE YOU LAST CERTIFIED?</b> (List Month and Year)
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<b>40 CE CONTACT HOUR CREDITS WITHIN THE LAST FIVE (5) YEARS: REQUIRES AT LEAST FIVE (5) HOURS IN EACH OF THE FIRST FOUR CONTINUING EDUCATION AREAS.</b>		
Continuing Education Areas *	With Prior Approval	Without Prior Approval
Library Administration		
Library Services to the Public		
Collection Management & Technical Services		
Technology		
Other		
<b>TOTAL CONTACT HOURS</b>		

\* ATTACH THE CE PROGRAM WITH PRIOR APPROVAL FORMS AND THE CE PROGRAM WITHOUT PRIOR APPROVAL FORMS. INCLUDE EITHER A CERTIFICATE OF ATTENDANCE FOR THE ACTIVITY OR THE INSTRUCTOR'S SIGNATURE ON THESE FORMS.

I HEREBY CERTIFY THAT THE ABOVE INFORMATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND THAT ANY FALSE STATEMENTS MAY RESULT IN DENIAL OR REVOCATION OF THE CERTIFICATE.

APPLICANT SIGNATURE	DATE SIGNED
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NOTE: CERTIFICATES ARE VALID FOR FIVE YEARS.

Please photocopy form and an extra copy of the form is located in the appendix on page 43.